

PS-10.06, "Inmate Hobbycraft Program," June 1, 2008

SCDC POLICY/PROCEDURE

NUMBER: PS-10.06

TITLE: INMATE HOBBYCRAFT PROGRAM

ISSUE DATE: JUNE 1, 2008

RESPONSIBLE AUTHORITY: DIVISION OF INMATE SERVICES

OPERATIONS MANUAL:PROGRAM SERVICES

SUPERSEDES: PS-10.06 (MAY 1, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 15-7 19-2, 19-11, 19-64 (revised)

ACA/CAC STANDARDS: 4-ACRS-5A-21, 4-ACRS-5A-23, 4-4196, 4-4481, 4-4484, 4-4486

STATE/FEDERAL STATUTES: S.C. Code Ann. 24-3-410 (B) (3)

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PURPOSE: To establish guidelines and responsibility for institutional hobbycraft programs.

POLICY STATEMENT: To promote positive behavior and provide inmates with the opportunity to learn, refine, and expand their interests and skills, the SCDC will permit eligible inmates to participate in approved hobbycraft programs at their respective institutions. (4-ACRS-5A-21, 4-4481)

TABLE OF CONTENTS

1. HOBBYCRAFT PROGRAM ACCESS
2. SUPERVISION AND INSTRUCTION
3. HOBBYCRAFT SALES PROGRAM
4. HOBBYCRAFT SPECIAL PROJECTS
5. INMATE ELIGIBILITY/REVOCATION OF HOBBYCRAFT PRIVILEGES
6. ORDERING RAW MATERIALS AND HOBBYCRAFT SUPPLIES
7. AUTHORIZED TOOLS/MATERIALS AND SUPPLIES
8. MAINTENANCE OF RAW MATERIALS
9. DISPOSITION OF FINISHED HOBBYCRAFT ITEMS
10. PROGRAM LIMITATIONS
11. DEFINITION(S)

SPECIFIC PROCEDURES:

1. HOBBYCRAFT PROGRAM ACCESS:

1.1 All hobbycraft program activities at the institution will require prior approval of the Warden/designee. Inmates desiring to create a hobbycraft program must submit their request to their Warden using SCDC Form 19-11, "Request to Staff Member." (4-4428)

1.2 The criteria to be used by Wardens/designees for approving a project or program should include, but not be limited to, the following:

- consideration of security factors;
- hazardous material control issues;
- available space to conduct the program; and
- resources required for inmate participation.

1.3 Upon approval of a hobbycraft program by the Warden/designee, provisions will be made for the space and schedule of hobbycraft activities, including restrictions as to where, when, and under what conditions the hobbycraft program is to take place. All hobbycraft materials and items will be stored in rooms/areas

approved by the Warden/designee, and inmates approved for participation in a hobbycraft program will be allowed access to these areas only at times designated by the Warden/designee. (4-ACRS-5A-23, 4-4484)

1.4 The Warden may authorize crocheting, needlepoint or other needle craft arts, and/or embroidering as in-cell hobbycraft activities. The Warden/designee will approve the number of needle sets and the amount and type of thread/yarn allowed to be kept in the inmates cell or room.

1.5 Drawing by using colored pencils/pens and other drawing materials (colored markers, crayons, oil or chalk pastels, sketching/drawing pencils, charcoal sticks, and calligraphy pens) may be authorized as an in-cell hobbycraft activity in any institution when approved by the Warden/designee. Limitations placed on the amount and type of supplies a participant may have in his/her cell will be determined by the Hobbycraft Coordinator with the Wardens/designee's concurrence. (NOTE: The Warden/designee may restrict the use of certain colors and materials if it poses a security risk.)

2. SUPERVISION AND INSTRUCTION: Each Warden will designate the institution's Recreation Coordinator [or, if a Recreation Coordinator is not available, another staff member(s)] as the institutional Hobbycraft Coordinator. The Hobbycraft Coordinator will be responsible for the supervision of the institutions hobbycraft activities and for the following related activities: (4-4486)

2.1 coordinating and supervising the hobbycraft program;

2.2 initiating a work activity file on each inmate participant; (The file will minimally contain an approval form for participation in the hobbycraft program [SCDC Form 19-11], copies of all approved commercial dealers/vendors orders, description and quantities of items produced, and the disposition of those items.)

2.3 reviewing and approving all raw materials or supplies ordered by the inmate participant;

2.4 maintaining records, in sufficient detail, on raw materials or hobbycraft supplies purchased to ensure that each inmate is buying and using his/her own materials only;

2.5 maintaining a record of the type of item(s), the number of items sent, the name(s) of the person(s) or organization(s) to whom they were given or sent, and the date; and

2.6 establishing and maintaining inventory and tool control directly or in conjunction with other institutional staff. (NOTE: Refer to SCDC Policy/Procedure OP-22.02, "Tool Control," for information regarding Agency tool control procedures.)

3. HOBBYCRAFT SALES PROGRAM:

3.1 A Hobbycraft Sales Program will be established to sell hobbycraft items in a SCDC Hobbycraft Retail Location (HRL) and/or locations designated by the Director of the Division of Programs and Inmate Services.

3.2 All items sold in the Hobbycraft Sales Program must be within guidelines of this policy.

3.3 Inmates who have hobbycraft privileges are eligible to participate in the Hobbycraft Sales Program.

3.4 The HRL coordinator will be responsible for the supervision of the HRL and the following activities.

3.4.1 Establishing operating hours for the HRL.

3.4.2 Maintain an inventory, record keeping and tool control as it relates to HRL activities.

3.5 The Hobbycraft Coordinator/Designee will be responsible for transporting the item(s) (or photograph (s) of the item) to the HRL along with a signed sales agreement, SCDC Form 19-64, "Hobbycraft Sales Agreement between Inmate and Staff Member and/or Others."

3.5.1 If a picture is necessary, the inmate must purchase the photograph through the Institutional Inmate Representative Committee.

3.5.2 Each item or picture will remain in the HRL no longer than 90 days. At the end of 90 days the HRL coordinator will inform the Institutional Hobbycraft Coordinator/Designee by email or in writing that the item should be picked up or the price should be reduced by at least 10%. If the inmate chooses to reduce the price, the inmate will inform the Institutional Hobbycraft Coordinator/Designee in writing via SCDC Form 19-11, Request to Staff Member, of the new sales price. A copy of this form will be sent to the HRL coordinator to confirm the new price. If the reduced item does not sell within 90 days, the HRL coordinator will inform the Institutional Hobbycraft Coordinator/Designee that the item must be picked up within two (2) weeks. The item will not be able to be resubmitted for a period of six (6) months.

3.6 Money will be collected by the HRL coordinator/designee and disbursed as outlined in Section 9.2.2 of this policy. No inmates will be allowed to handle any funds of any kind.

3.7 All hobbycraft sales are final and without warranty of any kind. No negotiations of sale prices, no refunds, changes, or exchanges will be made to the hobbycraft item. See Section 10.7 for further information.

4.SPECIAL PROJECTS:

4.1 Special hobbycraft items can be made by designated inmates upon approval of the Agency Director. These items will be made for the purpose of gifts or sales to other state agencies, dignitaries, and visitors to promote the skills and talents of inmates.

4.2 Inmates may be hired to complete special Hobbycraft projects and will be paid per item once the item is complete. Participation in this program is voluntary.

4.3 These hobbycraft items can be sold to a state agency and/or state employees as outlined in Section 9.2 of this policy.

4.4 Upon approval of the Agency Director, a hobbycraft sale can be sponsored by a correctional law enforcement association in which proceeds are divided between the inmate, the association and the agency. The Division Director of Programs and Inmate Services will designate locations within the agency where the hobbycraft special project items will be made.

4.5 The Agency Director/Designee may authorize Special Hobbycraft Sales not outlined in this policy.

5. INMATE ELIGIBILITY/REVOCATION OF HOBBYCRAFT PRIVILEGES:

5.1 Mandatory Criteria for Participation: Inmate participation in any approved hobbycraft program is considered a privilege. Inmates desiring to participate in an institutional hobbycraft program must submit SCDC Form 19-11, "Request to Staff Member," through their Hobbycraft Coordinator to the Warden/designee. The Hobbycraft Coordinator will review the inmates record and advise the Warden/designee whether the inmate meets the following mandatory criteria:(4-4486)

5.1.1 the inmate must be assigned to a Level IA or IB institution for at least three (3) consecutive months or a Level II or III institution for at least six (6) consecutive months; (NOTE: If an inmate who has been participating in an approved hobbycraft program is transferred for non-punitive reasons to another institution, the receiving Warden may opt to waive the three (3)/six (6) month eligibility criteria if work space is available. The inmates hobbycraft tools/supplies will be transported with his/her personal property in a box that has been purchased by the inmate. No finished or partially finished hobbycraft items will be authorized to be transported. These items will be mailed home at the inmates expense or disassembled and disposed of by the Property Control Officer/designee. The losing institution will inventory all tools/supplies being transported to the receiving institution using SCDC Form 19-2, "Inmate Property Inventory," and place the original inventory form in the box. The box will be sealed and a copy of the form will be securely attached to the outside of the box. The inmates full legal name and SCDC number will be clearly printed on the box. Upon relocation, the box will be delivered to the Hobbycraft Coordinator at the receiving institution. If the receiving institution does not offer or authorize the same hobbycraft program, the inmate who is transferred will have to mail or dispose of the hobbycraft items as outlined in Section 5.2.2 of this policy.

5.1.2 Any hobbycraft item disapproved for possession by the Hobbycraft Coordinator will be mailed home at the inmates expense or disposed of/destroyed by the Property Control Officer. Any remaining items or supplies will be stored in the Property Control Room until the Warden approves the inmates participation.)

5.1.3 the inmate must have maintained a clear disciplinary record for a period of at least the past 12 months;

5.1.4 the inmate must not be housed in a Special Management Unit, in the Maximum Security Unit, or on Death Row/Untried County Safekeeper status;

5.1.5 the inmate must have established a good work record by maintaining continuous employment and/or by attending school for at least three (3) months if housed at a Level IA or IB institution, or six (6) months if housed at a level II or III institution; (NOTE: If an inmate misses work due to legitimate reasons [i.e., medical and/or dental appointments, court and/or parole hearings, and/or transfers not based on disciplinary reasons, etc.], s/he will be given credit for the purposes of meeting eligibility criteria.) and

5.1.6 the inmate must have sufficient funds in his/her E. H. Cooper Trust Fund Account to make initial purchases of supplies and materials as follows:

- Basic Art - \$20.00,
- Crochet/other needlework - \$20.00
- Woodworking - \$30.00,
- Leather Working - \$75.00,
- Other Crafts - \$30.00.

5.2 Revocation/Suspension of Hobbycraft Privileges: The Hobbycraft Coordinator with the concurrence of the Warden/designee reserves the authority to revoke or suspend an inmates hobbycraft program privilege at any time for any of the following reasons:

5.2.1 Violation of any Agency rule and/or regulation; (In these cases, appropriate disciplinary action may also be taken in addition to revocation or suspension of an inmates hobbycraft program privilege.) and/or

5.2.2 Failure to participate in hobbycraft program activities for a period of thirty (30) days or more.

NOTE: Upon revocation or suspension, all finished or partially finished hobbycraft items, as well as all tools/supplies, will be mailed home at the inmates expense or disposed of by Property Control within 30 days of suspension. The inmate's suspension will be as follows:

TYPE OF OFFENSE	LENGTH OF SUSPENSION
1st Level 3, 4, or 5	6 months
2nd Level 3, 4, 5	9 months
3rd Level 3, 4, 5	Permanent revocation
1st Level 1, 2	1 year
2nd Level 1, 2	Permanent revocation

Upon satisfactory completion of the suspension, the inmate may request reinstatement from the Warden by submitting SCDC Form 19-11, "Request to Staff Member."

6.ORDERING RAW MATERIALS AND HOBBYCRAFT SUPPLIES: Raw materials (i.e., clay, leather, wood, etc.) must be ordered from a commercial dealer (not an inmate's relative) or vendor with an authorized business license by inmates approved to participate in the hobbycraft program. (NOTE: The Hobbycraft Coordinator may prohibit orders from a particular company if past experience with the company

has been documented as unsatisfactory.) The following procedures must be followed for all inmate orders:

6.1 Each inmate request must be submitted to the Hobbycraft Coordinator for approval prior to being sent by the inmate. The Hobbycraft Coordinator will ensure that the inmate is approved for hobbycraft privileges before approving the request and must also ensure that all raw materials or hobbycraft supplies requested are authorized.

6.2 An individual limit of \$300.00 will be placed on each hobbycraft supply request. No more than one (1) request will be submitted by each inmate during any given calendar month. A monthly request may include up to three (3) different vendors, but the combined total orders will not exceed the monthly limit. If the inmate has been transferred due to punitive reasons or has been released prior to delivery of his/her order(s) to the institution, the order(s) will not be accepted and will be returned to the vendor. If an inmate has been transferred due to non-punitive reasons, the order(s) will be forwarded to the gaining institution. The Warden of the gaining institution will determine whether the inmate may retain the order(s) or whether the order(s) must be mailed home at the inmate's expense.

6.3 Funds to cover the purchase will be encumbered on the individual inmates E. H. Cooper Trust Fund Account. No inmate will be allowed to order any item in excess of the funds in his/her E. H. Cooper Trust Fund Account or in excess of the \$300.00 per month limit noted in Section 4.2, above.

6.4 All raw materials to be received by an inmate must be ordered by the inmate and paid by check from his/her E. H. Cooper Trust Fund Account prior to receiving. No collect on delivery (COD) orders will be authorized. Inmates are NOT permitted to receive raw materials or hobbycraft supplies from other inmates, employees, visitors, volunteers, or organizations.

6.5 Inmates approved for participation in a hobbycraft program must purchase a footlocker or other approved storage unit (for females only) to store their tools/supplies if their institution does not provide storage containers. The footlockers or other approved storage unit (for females only) must be purchased from an approved vendor. At those institutions that do provide storage containers, inmates will be required to purchase a lock from their institutional canteen. SCDC will not be liable for any inmates hobbycraft tools and/or supplies.

6.6 Upon approval of the Agency Director/Designee, the Hobbycraft Coordinator will coordinate all orders for raw materials and supplies for Special Project hobbycraft items. The Hobbycraft Coordinator will determine the cost of the needed materials/supplies per specifications of each Special Project. The Agency Director/Designee may authorize the use of additional materials, supplies and/or vendors when ordering materials for Special Project Hobbycraft items.

7.AUTHORIZED TOOLS/MATERIALS AND SUPPLIES:

7.1 Level III Institutions: Approved inmates assigned to Level III institutions may order the following materials from a commercial vendor who has been cleared for the purpose of participating in an authorized hobbycraft program: (NOTE:Requests for items not on this list must be sent through the Hobbycraft

Coordinator to the respective Warden/designee for approval.)

- Sandpaper (sheets);
- Large box of crayons, non-toxic, Crayola or Prang;
- Sticks of charcoal;
- Set of oil or chalk pastels;
- Sketch pads;
- Ruler, plastic, 12 inches in length;
- Erasers;
- Smudge stumps (cardboard);
- Drawing/sketching pencils;
- Set of colored pencils/pens or markers;
- Set of calligraphy pens or markers;
- Set of acrylic paints or watercolors, Liquitex or Crayola, non-toxic;
- Palette;
- Pre-made canvasses;
- Small artist detail brushes;
- Elmers white glue (16oz. or smaller);
- Elmers carpenters wood glue (16oz. or smaller);
- Art paper (construction, card stock, etc.) Must be approved by the Warden/Designee;
- Craft sticks;
- Manila folders;
- Craft books;
- Felt pieces (1 ft. sq., 10 pieces);
- Wood pieces (no larger than 30" in length);
- Clay, modeling, non-toxic;
- Wood putty;
- Clay, ceramic;
- Plexi-glass (thin-not to exceed 1/16 of an inch);
- Clock kit (hands and motor);
- Small brass hinges and screws (for jewelry boxes);
- Stain (non-toxic), two (2) one (1) quart cans;
- Polyurethane (non-toxic), one (1) quart can;
- Box of toothpicks;
- Box of finishing nails (finishing nails not to exceed one (1") inch in length);
- Box of screws (screws not to exceed two (2") inches in length);
- Kit of Exacto knives (no greater than two [2] handles with five [5] blades) (to be used under the direct supervision of the Hobbycraft Coordinator/designee);
- Drill bits, wooden, 20;
- Clamps, 6 (not to exceed 3");
- Square (plastic);

- Scroll blades (to be used under the direct supervision of the Hobbycraft Coordinator only);
- Tack hammer, one (1);
- Screw driver kit (small, no longer than four [4"] inches overall (no more than six (6) items);
- Panograph, wooden or plastic (for copying pictures);
- Cup hooks;
- Wood burner kit;
- Pre-cut carving blanks with accessories (eyes and legs); and
- Authorized leather craft items as described below.

(NOTE:Requests for items not on this list must be sent through the Hobbycraft Coordinator to the respective Warden/designee for approval.)

7.2 Level I and II Institutions: Approved inmates assigned to Level I and Level II institutions may order the following materials, as well as items listed in Section 5.1, above, from a commercial vendor who has been cleared for the sole purpose of participating in an authorized hobbycraft program:

- Rolls of string (cotton only);
- Dozen small accessories (knobs, hinges, etc.);
- Fabric/lace;
- Spools of sewing thread;
- Set of non-toxic fabric paints (10 bottles maximum);
- Tweezers;
- Nail clippers;
- Sewing needles (no longer than 1");
- Strips unfinished genuine leather;
- Pieces leather (no larger than 25 square feet each);
- Spools of lace;
- Set of setter attachments (various fasteners, snaps, grommets, eyelets, rapid rivets);
- Set of stamps (various designs, 3-D and tool type);
- Bottles of leather dye (labeled "Institutional Use Only") (Fiebing);
- Dye brushes;
- Daubers;
- Pre-cut, unfinished leather kits (visors, pocketbooks, lighter cases, billfolds, etc.) w/attachments;
- Pair blunt-end scissors;
- Dozen acrylic Craftaids (patterns);
- Dozen custom design patterns;
- Quart leather craft cement (Magique - non-flammable/non-toxic);
- Yarn (must be approved by the Warden/designee);
- Crochet needles (plastic only, must be approved by the Warden/designee);
- Plastic doll shells or forms;
- Cross stitch kit;
- Saw blades (ten (10)) (to be used under the direct supervision of the Hobbycraft Coordinator/designee.);

- Ber clamps (four (4), 12" long);
- Safety glasses (1 pair); and
- Authorized leather craft items as described below.

7.3 Leathercraft Activity: The following items are authorized to be purchased from commercial vendors by approved inmates assigned to Level I, II, and III institutions who are participating in an authorized leathercraft activity:

- Rotary punch (three (3) different sizes);
- Oblong punch (four (4) different sizes);
- Round drive punches (12 different sizes);
- Saddle stitching punch (eight 8 different sizes);
- Strap end cutter;
- Swivel knives (used for outlining);
- Exacto craft knives (no greater than 2 handles/5 blades) (to be used under the direct supervision of the Hobbycraft Coordinator/designee);
- Mallets, no heavier than 11 ounces;
- Scratch awls (two [2]);
- Assorted decorative hardware, i.e., buckles, clips, metal figures, etc.;
- Tool slab (one [1]);
- Air brush (one [1]);
- Small compressor (one [1]);
- **Two (2) bottles of leather dye (brown);
- **Two (2) bottles of leather dye (black);
- **Two (2) bottles of leather dye (blue);
- **Two (2) bottles of leather dye (red);
- Craft tool stamps;
- Letter head stamps;
- Modeling tools (1 small and 1 large - no longer than six (6") inches);
- Craft tool edge bevelers;
- Circle edge slicker and glycerine;
- Strap cutter (for cutting belt straps) (to be used under the direct supervision of the Hobbycraft Coordinator/designee);
- Adjustable "V" gauge;
- Leather super shears;
- Dyes, finishers, and conditioners (all non-toxic) (16 oz.);
- Leathercraft cement (16 oz.);
- Over-stitch wheel;
- Protecto boards;
- Craft tool adjustable creaser;
- Strips unfinished genuine leather;
- Pieces leather (no larger than 25 square feet each);

- Spools of lace;
- Set of setter attachments (various fasteners, snaps, grommets, eyelets, rapid rivets);
- Set of stamps (various designs, 3-D and tool type);
- Bottles of leather dye (labeled "Institutional Use Only") (Fiebing);
- Dye brushes;
- Daubers;
- Pre-cut, unfinished leather kits (visors, pocketbooks, lighter cases, billfolds, etc.) with attachments; and
- Quart leather craft cement (Magique - non-flammable/non-toxic).

**Any combination of six (6) dyes and non-toxic conditioner.

No vinyl or vinyl based substances or upholstery material other than material used to lace will be allowed. Other than lacing material, only genuine leather will be permitted in any SCDC institution.

8. MAINTENANCE OF RAW MATERIALS:

8.1 OSHA Hazard Communication Standard, Title 29, Code of Federal Regulation 1900.1200, will be complied with concerning hobbycraft chemicals or supplies (e.g., leather dye, wood stain, etc.). Material Safety Data Sheets (MSDS) must be maintained on all applicable items. At least one (1) copy should be maintained in the hobbycraft room; one (1) copy with the master set; and one (1) copy in the Medical area of the institution. (Refer to SCDC policies/procedures related to OSHA hazard communication standards for further information.)

8.2 Unless noted otherwise in this paragraph, toxic, caustic, or flammable materials will not be used by inmates for any hobbycraft program in any institution. An exception will be made at Level I and II institution's woodworking areas for Minwax Brand stains and finishes only, and leathercraft areas for Fiebings Brand dyes only.

8.3 All issue, use, and storage of flammable material will be in compliance with related SCDC policies/procedures regarding the use of flammable, toxic, and caustic materials.

9. DISPOSITION OF FINISHED HOBBYCRAFT ITEMS:

9.1 Gift Giving:

9.1.1 Inmates may send finished items to their family members or friends. Inmates will be responsible for postage. The number of billfolds, pocketbooks, and other small hobbycraft items that can be sent should not exceed 20 per month. Larger items such as ladies's handbags, lamps, ships, toys, etc., should not exceed six (6) per month. Hobbycraft items should not be crafted larger than what can fit into a box purchased from the Canteen. However, the Warden/designee may allow an inmate to craft a larger item. This exception must be approved by the Warden/designee prior to the item being crafted. The item may be picked up by an inmates authorized visitor. The Warden/designee may place restrictions on the quantity and frequency of this practice.

9.1.2 Inmates are prohibited from sending or giving products to other inmates and/or other inmates relatives.

9.2 Inmate-to-Employee and/or Others Sales: Transactions with employees and/or others will be made as follow:

9.2.1 Sale of finished items between inmates and employees and/or others will be processed by the Hobbycraft Coordinator and documented on SCDC Form 19-64, "Hobbycraft Sales Agreement Between Inmate and Staff Member and/or Others." SCDC Form 19-64 must be completed and approved by the Warden in advance of the sale. The sale of items \$50.00 and over must be approved by the appropriate member of the Agency Director's staff or other higher authority. The profits will be split 50/50 (selling price minus the cost of materials) between the inmate and the Recreation Special Fund. (See the following example:

\$20.00 (sell of item)

- 6.00 (cost of materials)

\$14.00 (total profit)

$\$14.00/2 = \7.00 for the inmate and \$7.00 for the Recreation Special Fund Account.)

9.2.2 Payments made by employees or others for hobbycraft items will be deposited into the Recreation Special Fund Account by the staff member designated by the Warden to process such transactions. Items \$49.99 and under may be paid by cash, money order, or cashiers check. Items \$50.00 and over will be paid by money order or cashiers check. Amounts due to the inmate will be transferred from the Recreation Special Fund Account to the inmate's E.H. Cooper Trust Fund Account using SCDC Form 15-7.

9.2.3 The Warden/designee may place restrictions on the quantity and frequency of sales.

9.2.4 Employees and their relatives are prohibited from accepting hobbycraft items as gifts or at discounted prices.

9.3 Inmate Donations of Finished Products: An inmate may donate products to a non-profit organization. There is no limit on the number of items donated to a non-profit organization. The Hobbycraft Coordinator will be responsible for verifying the non-profit status of such organizations and for coordinating the transfer of items to the non-profit organization for the inmate.

10. PROGRAM LIMITATIONS:

10.1 The Hobbycraft Coordinator reserves the right to deny an inmate possession of any tool/supply s/he deems to be unnecessary.

10.2 Repairs for hobbycraft equipment, tools, supplies, and/or purchases of additional equipment and/or tools, will be paid for by the inmate participant subsequent to the Hobbycraft Coordinators approval.

10.3 No employee, visitor, or volunteer of the Agency may financially, or otherwise, benefit directly or indirectly from inmate labor to include business ventures.

10.4 Agency employees and volunteers may not sell inmate hobbycraft products or render services to inmates except as provided in the performance of his/her job requirements or volunteer services.

10.5 Agency employees and volunteers may not enter into a contractual agreement, either verbal or written, with inmates for the purpose of establishing a business venture.

10.6 An inmates employment of or use of other inmates to make or assist in making hobbycraft products for sale will be considered a violation of the disciplinary policy prohibiting business activity while incarcerated. If any one inmate supplies leather or other materials to another inmate in exchange for money, goods, or services, such action will be considered a violation of the Agencys disciplinary regulations concerning bartering and trading.

10.7 The Agency or institution will not be liable for lost, stolen, damaged, or abandoned hobbycraft items. This includes items left in hobbycraft areas as a result of an inmate being transferred to Special Management Unit housing, to other housing, or to another institution, due to an inmate's release, or due to an inmates escape. In such cases, the Hobbycraft Coordinator will be responsible for ensuring that hobbycraft items left remaining at an institution by any inmate beyond 30 days are donated to a non-profit organization or disposed of in accordance with SCDC Policy/Procedure OP-22.03.

11. DEFINITION(S): None

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s/Jon E. Ozmint, Director

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